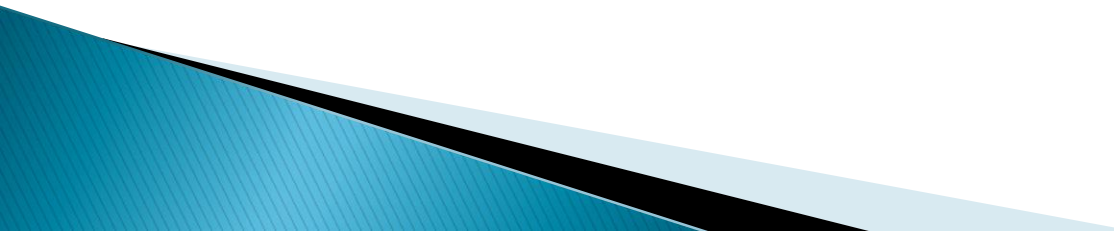


Ethics Policy Training

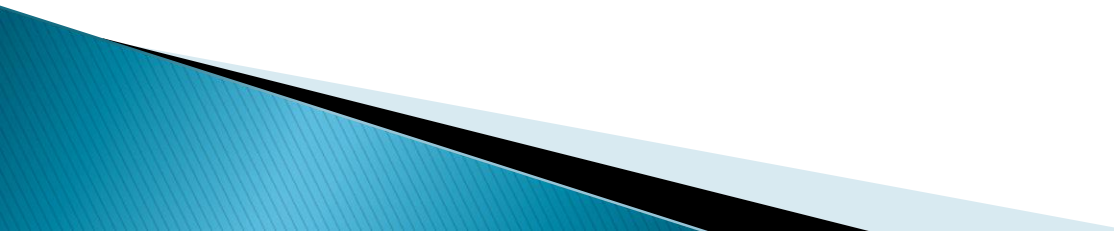
“If in doubt, don’t.”



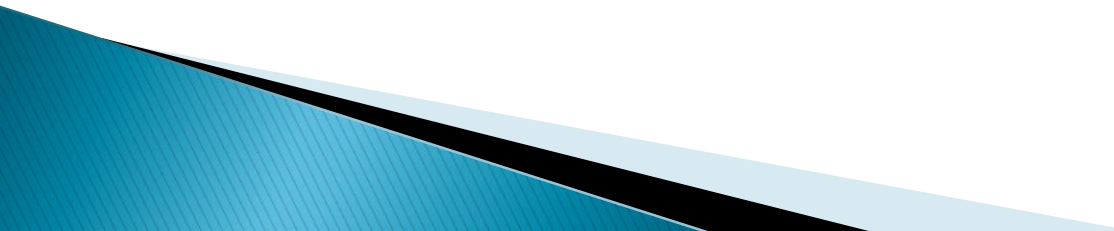
AGENDA

- ▶ **Workshop Purpose & Objectives**
 - ▶ **Ethical Conduct**
 - ▶ **City's Code of Ethics**
 - ▶ **Ethics Acid Test**
- 

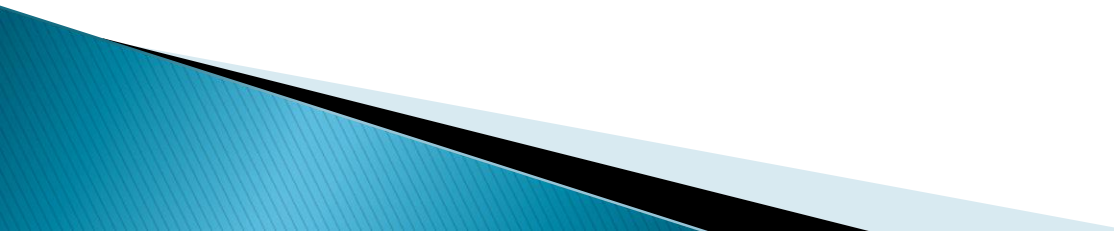
Workshop Purpose

- ▶ To understand the importance of ethics in professional life
 - ▶ To promote and demand the highest standards of ethics from all employees
 - ▶ To provide guidance on specific ethics topics
- 

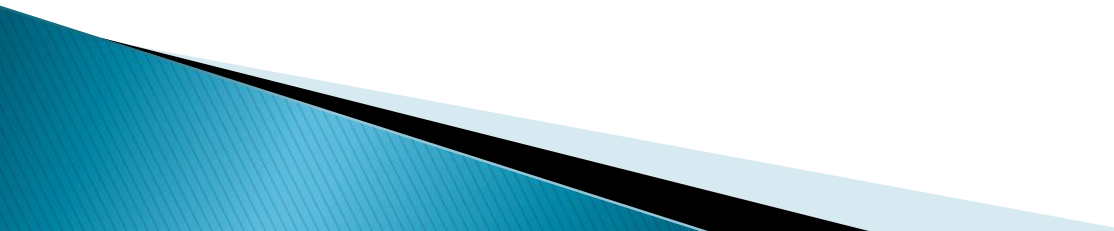
Objectives

- ▶ Explore ethical conduct expected
 - ▶ Understand key expectations by all employees on the Ethics Policy
 - ▶ Explain what supervisors should do to reinforce and encourage sound ethical behavior in others
- 

Ethical Conduct Expected

- ▶ Acting at all times in the best interests of the community we serve
 - ▶ Demonstrating excellence, integrity and responsibility in work we do
 - ▶ Adhering to the laws of the United States, State of NC and the City of Durham
 - ▶ Providing honest, accurate, timely and complete information
- 

Ethical Conduct Expected

- ▶ Following City and department policies, procedures and rules
 - ▶ Reporting improper conduct
 - ▶ Keeping co-workers safe from retaliation of any kind
 - ▶ Identifying problems and helping to create solutions
 - ▶ Abstaining from decisions that could result in a direct benefit to the employees, a relative or co-habitant
- 

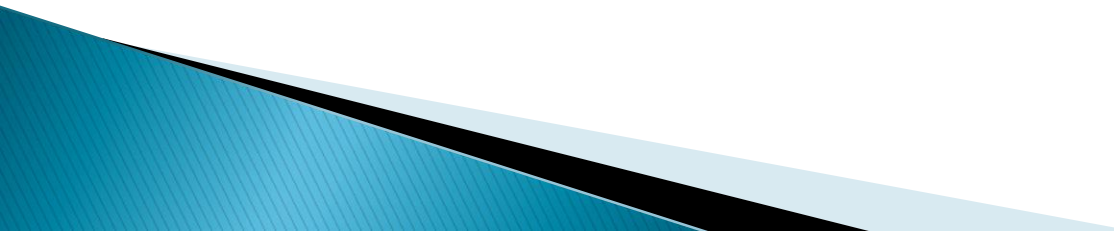
Scenario

What do you think?



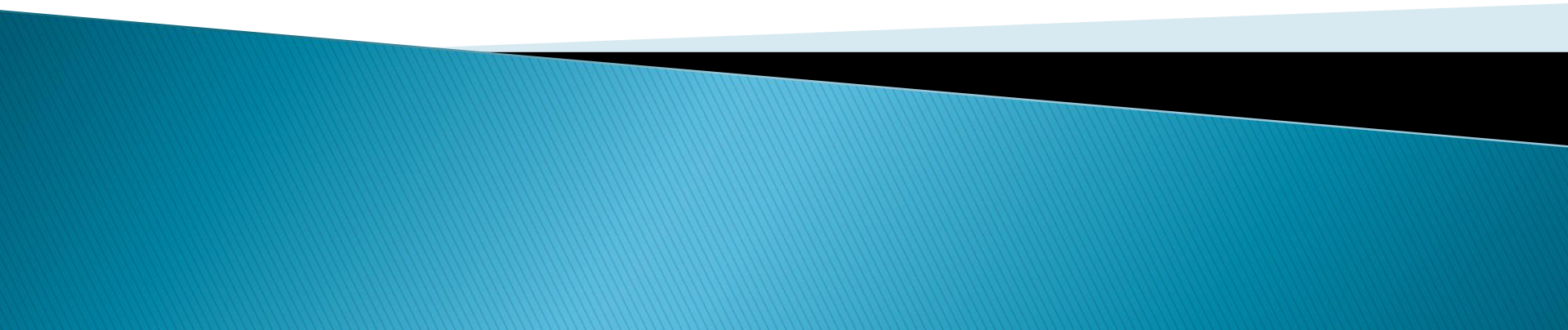
City of Durham's Code of Ethics

(City of Durham, City Clerk Website)

- ▶ Impartiality (fair treatment)
 - ▶ Confidentiality and Disclosure
 - ▶ Use of Public Property
 - ▶ Gifts or Favors
 - ▶ Legal Considerations
 - ▶ Conflict of Interest
 - Financial Interest
 - Employment
- 

Ethics Policy Issues or Concerns

The Ethics Policy addresses concerns that employees may be confronted with and provides guidelines for appropriate conduct or behavior.

- Outside Employment
 - Conflict of Interest
 - Nepotism
 - Political Activities
 - Whistleblower Protection
 - Contracting with the City
 - Disclosure of Confidential Information
- 

Scenario

What do you think?



Ethics Procedures

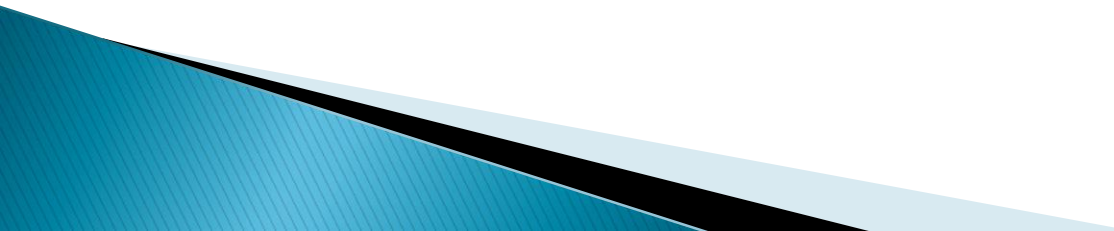
▶ Where to seek advice

- Follow the chain of command in your department

▶ What to do if you are uncertain

- If in doubt, DON'T

▶ How to declare a possible conflict

- Complete “Conflict of Interest Declaration” Form and send to the Audit Services Department
 - Complete “Outside Employment Disclosure” Form and forward to your supervisor to be retained in the department
- 

Ethics Procedures

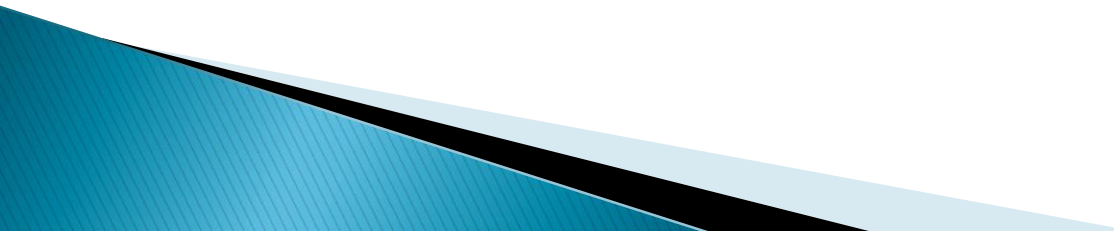
▶ Where to report improper behavior

- Complete the FWA Form located at http://durham-intranet/applications/audit/fraud_form.cfm
- Call the Fraud/Waste/Abuse Hotline at 919-560-4213, Extension 3
- Stop by Suite 1700, 1st Floor of City Hall and speak with the Fraud Examiner
- Send a letter to the City Manager or to the Mayor


▶ Violations of the Code of Ethics

- Variety of penalties: reprimand, removal from position, and/or termination and criminal

Key Expectations for All Employees on Ethics Policy

- ▶ Read and understand Ethics Policy
 - ▶ Follow appropriate ethical behaviors
 - ▶ Seek guidance in resolving ethical issues or concerns
 - ▶ Report conduct which may violate Ethics Policy
- 

Supervisor's Responsibility for Policy Compliance

- ▶ Monitoring and ensuring compliance with the Ethics Policy, employment policies and the City's Operating Principles
 - ▶ Setting an example of exemplary ethical conduct
 - ▶ Dealing effectively with ethics concerns that arise in your area
 - ▶ Prohibiting retribution or retaliation against any employee who reports or supplies information about, or assists an investigation into an ethics concern
- 

The Ethics Acid –Test

- ▶ Who will be affected by my decision?
- ▶ Is the decision legal and fair?
- ▶ Would I tell my child to do this?
- ▶ What if I get caught?
- ▶ How will this decision make me feel about myself?
- ▶ How would I feel if I had to explain this publicly?

*...If in doubt, **DON'T.***



The Right Thing

To “do the right thing” begins with thinking rightly...in other words, thinking ethically...

Solomon and Hanson